

**ITMC Council Business Meeting
June 4, 2014**

Attendees

State Fund
Office of Public Instruction
Department of Natural Resources and Conservation
Public Employees Retirement
Department of Revenue
Teachers' Retirement System
Office of Public Defender
Department of Agriculture
Local Government Representative
Montana Arts Council
Department of Commerce
Commissioner of Higher Education
Department of Administration
Legislative Services Department
Department of Environmental Quality
Department of Public Health and Human Services
CIO
Department of Transportation

Samuel Mason
Jody Troupe
Bill Anker
Dave Swenson
Tim Bottenfield
Rick Bush
Kyle Belcher (online)
John Dayton (online)
Joseph Frohlich
Kristin Burgoyne (online)
Larry Krause
Edwina Morrison (online)
Michael Sweeney
Dale Gow (online)
Dan Chelini
Stuart Fuller
Ron Baldwin
Mike Bousliman

Guests

DOR – Christie McDowell, Supreme Court – Tammy Peterson, Northrop Grumman – Annette McReynolds, CompuNet, Inc. – Adam Kopczuk, Dell – Karen Farley, Dell – Becca Randich, LEG Branch – Mike Allen, Corporate Technology Group – Jack Nichols, Corporate Technology Group – David Bancroft, LEG Financial Division – Scot Conrady, DOA – Cheryl Grey, SMI - Andrea Keno

Real Time Communication (online)

LEG Services – Sky Foster, DEQ - Jerry Steinmetz, MDT – John Levick, DOC – Sue Leferink, DEQ – Michael Jares, DPHHS – Chris Gleason, DOA – Anita Bangert, DOA – Tab Dougherty, DOA – Ed Glenn, DNRC – Chris Kuntz

SITSD Attendees

Lynne Pizzini, Tammy LaVigne, Carol Schopfer, G. Scott Lockwood, Tom Murphy, Jerry Marks, Kyle Hilmer, Cheryl Pesta, Penne Cross, Brett Boutin, Doug Volesky, Audrey Hinman, Kenny Kyler, Irv Vavruska, Matt Van Syckle, Dave Johnson and Rhonda Lil Haight

Welcome and Introductions – Michael Sweeney, Chair

- Michael Sweeney: Approval of May minutes

State CIO Update – Ron Baldwin

- Service Recognition to Michael Sweeney
- Security Incident
 - Thanks to the Agency CIOs and Security Officers for attending last Thursday's briefing regarding the DPHHS security incident. It demonstrated how we work better across the enterprise as IT professionals who gather and communicate effectively under very special circumstances.
- Lynne Pizzini: Thanks to everybody for their assistance and understanding. We will ensure the states' systems are protected in the best possible way. To ensure that we follow all of the controls that we have identified as being pertinent; such as, web applications, antivirus software, patch management, web filtering product and all basic security elements. Please check your systems and ensure things are updated.
- Stuart Fuller: WebDefend is your friend, it is invaluable to ensure security. Balance your risk, the WebDefend expense is not a legitimate excuse.
- Ron Baldwin: If there are financial questions please discuss with me. As an enterprise the response and support Stuart and I have received is remarkable.
- Data Portal
 - Tentative implementation date is June 30th
 - We would like to have some agency participation before then
 - The Agency Directors need to sign the MOU outlining roles and responsibilities; then we can open for all datasets within that agency
 - We are excited about the features and capability available in the Socrata Software
 - If you have questions, need the MOU, or would like a demo, contact Audrey Hinman
- Audrey Hinman: Addressed all questions

Common Data Elements Technical Standard – Lynne Pizzini

- The Access Control and Verification Committee reviewed the new system that interacts with all of our identity stores. We realized we needed to have some common data elements throughout state government. The standard was proposed to the CIO and Committee and is now here for your review and comments. After your comments we will make it an action item in August.
 - Larry Krause: For the standard and guidelines, are you expecting or anticipate other elements to be included?
 - Lynne Pizzini: Yes, this was a start for the Data Elements Standard and we will continue moving forward.

Electronic Compatibility and Interchange Standard – Lynne Pizzini

- This "Interim" standard provides high level guidance for identifying electronic compatibility and information exchange formats that may be used when capturing, retrieving, storing and transferring electronic records and information. Specifically, this interim standard covers electronic compatibility for information and records that are created, used, and managed on state computer systems. This standard can be moved

between computer file systems without alteration of the original method of encoding. It applies to records that originated electronically, such as word processing files or digitally recorded sound, as well as those that are digital representations of records which originated in a non-electronic form such as paper or film.

- The “interim” standard will provide an initial foundation and high level technical guidance for State agencies, along with acceptable compatibility formats while the respective HJR2 Committee, Agency ERM Administrators, ITMC Workgroups, MHS and SOS staff develop the required policies, governance structure and administrative procedures for their respective programs in support of legislative requirements. These recommended electronic compatibility formats have been approved by the National Archive and Records Administration (NARA), National Institute of Standards Technology (NIST), DoD and Library of Congress and will be updated with the additional recommendations of the respective committees as required.
- Lynne Pizzini: After your comments we will make it an action item in August.

Network Infrastructure Considerations for Software/Hardware Projects – Larry Sheldon

- Thanks to all the agencies for their efforts with the next biennial meetings. Please incorporate all budgetary items you will need.
 - Growth
 - Bandwidth
 - Application changes
 - Moving locations
 - Network services needed
 - VOIP
 - Power over Ethernet equipment
 - Phone capabilities

Status Update: Backup Options – Matt Van Syckle/Kenny Kyler

- We are working on the life storage description to show the backup rates and how long they are kept in Miles City and Helena; so they can better reflect the backups that my group takes on the virtual server level.
- Matt Van Syckle answered questions

Agency IT Plans – Kyle Hilmer

- We are closing in on the second phase of Strategic Planning
 - 30 Agency Plans have been received; we have reviewed 29
 - We are integrating SITSD’s Plan with DOA’s Plan
 - Draft is written
- Supplements:
 - These are individual documents that define your projects or initiatives, justification for them, and cost, etc.

- 13 agencies have submitted 35 supplements to-date.
 - ❖ We will review these as a whole and publish summary documents
- Comments from the plans so far
 - State agency strategies
 - We have 111 different proposed strategies
 - ❖ One-third are Enterprise Strategy
 - On the other two-thirds
 - ❖ Some are unique and individual to an agency, outlining a new technology area that they are looking at
 - ❖ 42% of these strategies are unnecessary
 - State agency principals
 - We had seven agencies that grabbed the enterprise principles as a wholesale, no changes at all
 - We had four agencies that grabbed them wholesale and deleted one or two of the principles
 - We had ten agencies that grabbed the enterprise principals and added some more items
 - We had four agencies that took a whole new track and said, our principals are totally separate from the enterprise, no overlap at all
 - Primary risks
 - Security
 - Personnel
 - ❖ Difficulty in hiring qualified Personnel
 - ❖ Staff retention of qualified personnel
 - Bill Anker: Any thoughts on how we address the risks on recruitment and retention?
 - Ron Baldwin: Right now the DOA HR Division is helping to address this; in having the information, having the functionality, and having the policy that actually addresses retention and recruitment. There is a new tool that will help collect the information and provide the types of reporting and processes that we need from a statewide perspective.
 - Tammy LaVigne: Read the business plan posted on Main Street Montana
 - There are some key technology positions the State of Montana universities don't offer courses in
 - Maybe this group can look at how we can get some education in the area of security and developing Security Officers in our school system
 - Maybe we can look at creating some work groups in that area
 - Kyle Hilmer: We could make it a part of the Biennial Report; it would be a more in-depth look at existing problems identified in your plans.
 - Tim Bottenfield: I would be happy to provide information and move forward.
 - Mike Bousliman: I would like to do so. We might run into challenges in the unique nature of every agency in terms of how FTE's are distributed, pay is different,

- processes for career development and other things we do to retain and recruit personnel. This may be a way to develop a more consistent statewide approach.
- Bill Anker: We have tried a variety of things at DNRC. We all know salary is a problem. I think we could brainstorm and find some common strategies that work.
 - John Dayton: We would be interested as well
 - Kyle Hilmer: We will compile some draft questions to ask agencies and build into the Biennial Report. We will send out preliminary questions for comments and adjustments; then make a final copy, and send it out as a general data call.
 - Discussion continued regarding reaching out to the schools

Microsoft Enterprise License Agreement – Maris Cundith

- Ron Baldwin: We want to make sure everyone understands this agreement; that we are doing the right thing; signing the right terms and conditions; that we are not compromising business for the state; or that we are doing anything that will prevent us from utilizing the things we currently rely on. From an enterprise agreement and technology perspective this is a financial opportunity. We will work with agencies in a coordinated safe way.
- Doug Volesky: When Trueup was done for this year, there was some places where there was a lot of non-compliance (\$600,000.00). Part of the negotiations with Microsoft is that we would look at the three year contract with the option of moving into Office 365, if they would waive the \$600,000.00.
- Maris Cundith: Microsoft licenses are through a device based license

New Services

- Real Time Communications – Voice (Lync) – Jerry Marks
 - Postponed until August

ITMC Workgroup Reports

- **Statewide Security Coalition/Task Force – Joe Chapman**
 - Will have a report in August
- **Enterprise Working Groups Inventory – Michael Sweeney**
 - The process and project can be decided by the next Board

Posted reports:

- Common Data Element Technical Standard
- Electronic Compatibility and Interchange Technical Standard

Next meeting – August 6, 2014, State Capitol, Room 137

Tammy LaVigne: We will contact the people on the next Executive Board mid-July

No July meeting, as the new Executive Board will set the direction for the August meeting

Member Forum:

- Tammy Lavigne:
 - ITB meeting on June 12, 2014
 - LFC meeting on June 6, 2014
 - IT portfolio is posted on line
- Lynne Pizzini:
 - Security
 - WebDefend presentation will be in the next couple weeks
 - Enterprise Risk
 - Please support the Cerium kickoff meeting next week
- Scot Conrady:
 - Regarding the IT Portfolio, what is the completeness to those internal costs?
- Ron Baldwin: The agencies are submitting total costs in their project costs.
- Anita Bangert: There will be meetings with agencies that have not submitted yet.
- Scot Conrady: Thanks to everyone for providing those costs.

Public Comment: None

Adjourn: 11:40 am